

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> SOCIAL WORKER		<b>Date:</b> 1/2/02
<b>Position Level:</b> 8	<b>FLSA Status:</b> Non-Exempt	<b>Class Code:</b> 8-7

### GENERAL DESCRIPTION

Primary function is to counsel and conduct interviews in order to determine eligibility of the disadvantaged, disable and elderly, for public assistance.

### KEY RESPONSIBILITIES

1. Interview clients and complete intake forms.\*
2. Advise clients of assistance and eligibility.
3. Counsel clients in their personal budgets, community resources, and dealing with future needs.
4. Refer clients and act as advocacy and as liaison to other departments and agencies.\*
5. Conduct investigations for determining eligibility.
6. Case management, formulate, revise and review case plans.\*
7. Compile statistics and prepare reports.
8. Perform periodic field work and home visits.
9. Assists with admissions and discharge planning for Bayshore Manor, a County operated ALF.
10. Perform some clerical work, including data entry, letter writing and applications for clients.
11. Submits bills for payment and seeks reimbursement and repayment to Monroe County for assistance rendered.
12. Special projects as assigned including disaster preparedness and disaster relief services.
13. Performs other related duties as assigned.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Bachelor's Degree required. Major(s) required, Social Work, Psychology, Sociology or related field.
<i>Experience:</i>	2 to 3 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the entire department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On-call 24 hours pending disasters.
<i>Other:</i>	Word processing and data entry computer experience; a valid Florida drivers license; possession of a vehicle for home and field visits.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_